

**STILLWATER COUNTY PLANNING BOARD  
MINUTES OF MEETING**

Wednesday, March 3<sup>rd</sup>, 2021 at 7:00p.m.

Stillwater County Pavilion

328 5<sup>th</sup> Avenue N., Columbus, MT

**BOARD MEMBERS PRESENT:** Carolyn Hutson, Dan Sayer, Bob VanOosten, Gary Enstrom, Steve Arnold; Curtis Jacobs and Ray Karls

**BOARD MEMBERS NOT PRESENT:** Jerry Edwards, Dennis Gerke

**STAFF:** Forrest Mandeville, Stephanie Ray, and Christine Baker

**OTHERS:** Tom Kelly via Phone

**I. CALL TO ORDER.** Gary Enstrom President of the board called the meeting to order at 7:00 p.m.

**A. Public Comments.** Nothing at this time

**B. Disclosures of Conflicts of Interest and Ex-Parte Communications.** Nothing at this time.

**II. MINUTES:**

**A. Minutes:** Curtis made a motion to approve the draft minutes from the January 26<sup>th</sup>, 2021 County Planning Board Meeting, Bob seconded; with all in favor, motion passed.

**NEW BUSINESS:**

**A. Election of Officers.** Curtis made a motion to nominate Carolyn for Chair. Carolyn stated that she would entertain the Vice Chair position as she worries that sometimes she may be unable to attend due to her ranching business. Curtis said that he felt Carolyn had excellent attendance and that is why he nominated her for Chair. Curtis then amended his motion to nominate Carolyn for Vice Chair, Bob seconded; with all in favor, motion passed. Gary then asked the board for a nomination for the Chair position. Ray nominated himself for the position of Chair, Steve seconded; with all in favor, motion passed.

**B. Resolution:** The 2021 Resolution to Establish Meeting Days of the Stillwater County Planning Board was not adopted and signed. Carolyn noted two spelling errors that needed correction on the Resolution. It was tabled until the next County Planning Board meeting until the spelling corrections could be made.

**C. Meadows 8 Subdivision Extension:** Forrest gave a staff report on the Meadows

Subdivision Number 8 recommendation for the approval of period extension. Forrest explained that Keith E. Brown, Diamond Ranch LC, had submitted an application for Subdivision Approval Period Extension for Meadows Subdivision Number 8. The date of the original subdivision approval was April 17, 2018. The subdivision is a 4-lot subdivision located east of Park City on the corner of Schreiner Road and Cemetery Road. The applicant has advised that he is out of state, and that an extension would allow him the extra time to have mylars prepared and necessary documents executed. This is expected to take an extra couple of months. The applicant had stated that minor changes are needed on the plat, and a Weed Management Plan has not yet been approved by the Weed District. Planning staff is making the recommendation to grant the extension for a period not to exceed one year. In the event the applicant wishes to extend beyond a year, they are able to ask for multiple extensions per MCA 76-3-610 (1). Extending not more than one year, ensures the applicant continues to work towards final plat approval in a timely manner. Dan made a motion to approve the extension for Meadows Subdivision 8, not to extend past 1 year, Steve seconded; with all in favor, motion passed.

### **III. OLD BUSINESS:**

- A. **Subdivision Regulations Update.** Forrest provided an overview of the Possible Amendments to the Stillwater County Subdivision Regulations. The Stillwater County Subdivision Regulations were last updated in 2017. Since that time there have been legislative changes, and well as some identified administrative issues that should be addressed and either changed or clarified in the Regulations. In addition, the City of Columbus-Stillwater County City-County Planning Board has proposed Subdivision Regulation amendments that would create a separate set of regulations for the City planning jurisdiction, as there are issues that are applicable for subdivisions within or in close proximity to the City of Columbus that are not applicable in County subdivisions and vice-versa. The subdivision regulations have typically been shared by the jurisdictions. Subdivision Regulations are required in state law (MCA 76-3-501), and must reasonably provide for (1) the orderly development of the jurisdictional area; (2) the coordination of roads within subdivided land with other roads; (3) the dedication of land for roadways and public utility easements; (4) the improvement of roads; (5) the provision of adequate open spaces; (6) the provision of adequate transportation, water, and drainage; (7) the regulation of sanitary facilities; (8) the avoidance or minimization of congestion; and (9) the avoidance of subdivisions that would involve unnecessary environmental degradation and danger of injury to health, safety, or welfare by reason of natural hazard, including but not limited to fire and wildland fire, or the lack of water, drainage, access, transportation, or other public services or that would necessitate an excessive expenditure of public funds for the supply of the services.
- Subdivision regulations must meet certain criteria for content as outlined in MCA 76-3-504. These criteria include: listing materials required for subdivision applications, establishing procedures for subdivision review, providing for the identification of areas unsuitable for subdivision, prescribing design standards,

requiring the establishment of necessary easements, establishing a process for public hearings, establishing evasion criteria for exemptions, establishing a preapplication process, and establishing criteria for reviewing mobile home and RV parks. Planning staff has identified several areas that should be discussed for potential updates. In addition to the identified areas, others may arise through the updating process per Planning Board request, or as additional issues emerge:

1. Clean-up language
2. Legislatively mandated changes
3. Administrative/policy changes

Some of these changes may involve coordination with various stakeholders (for example, meeting with fire departments regarding fire protection criteria), or creating working groups or subcommittees to work on sections in more detail. A public hearing is required before the updates can be adopted by the County.

**B. Board Discussion:** The board discussed the various feedback they have received from the public regarding notification of County Business. According to several board members, some of the public finds it difficult to get notice of current County meetings and upcoming business. The board asked how the County currently notified the public of County business. Staff explained that the County post to the County Website, the Stillwater County Newspaper (Public Hearings), post at the Courthouse and City Hall which is all in accordance with state law. Stephanie explained that the newspaper has currently been advertising upcoming board meetings in the paper weekly as a public service. Curtis discussed the possibility of mailing notices to the public from the Planning Board for a further notification process.

**V. ADJOURN:** Curtis made a motion to adjourn the meeting at 8:08 p.m., Gary seconded; motion passed.

The next meeting will be on April 7<sup>th</sup>, 2021 at 7:00 p.m. at the Pavilion.

Christine Baker, Planning